



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Subdivision Sketch Application
(Minor, Major and Small Scale)

Office Use Only:

Fee Paid: _____ Application Received Date: _____ Time: _____
T.A.C. Date: _____ Planning Commission Date: _____ C.R.M. Date: _____
Critical Area: _____ Forest Conservation Plan: _____

Minor Subdivision – A subdivision that meets all of the following conditions:

- A. Proposes to create no more than three new lots; and
- B. Will result in a cumulative total of no more than three lots being divided from the original parcel; and
- C. Does not require the creation or modification of a public or private road.

Major Subdivision – This term includes all of the following types of subdivisions located in Tiers I, II which are served by public sewerage or III:

- A. A subdivision of four or more lots.
- B. Subdivision(s) that result(s) in the cumulative creation of four or more lots from the original parcel.
- C. A subdivision that creates or modifies a public or private road.

Subdivisions, Small Scale – This term includes all of the following types of subdivisions located in Tier II which are not served by public sewerage and in Tier IV:

- A. A subdivision of four or more new parcels or lots, but no more than seven new parcels or lots.
- B. Subdivision(s) that result(s) in the cumulative creation of four or more lots, but not more than a total of seven new parcels or lots from the original parcel.
- C. A subdivision that creates or modifies a public or private road which creates less than eight new lots.

Minor Subdivision: _____ **Major Subdivision:** _____ **Small Scale Subdivision:** _____

Note: Plats cannot be recorded until Final approval has been granted. Recording slip shall be provided to Department of Planning and Zoning within 5 days of recordation with the Clerk of the Courts Office.



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IMPORTANT: Please submit one paper (1) copy of the following information for initial review for completeness. The Department will determine within fifteen (15) days of submission if the application is complete. No application shall be deemed complete for processing unless all the information below has been included, and all filing fees have been paid.

Land Development Application **must** be submitted with all Subdivision Applications: _____

Subdivision Sketch Plan Requirements

- _____ 1. Application fee as determined by fee schedule adopted by County Council. Checks shall be made payable to Talbot County, Maryland.
- _____ 2. 24" x 36" sketch plan prepared by a registered Engineer or Surveyor represented at a scale of not more than 100 feet per inch.
- _____ 3. All approved and recorded deeds for the properties to be subdivided.
- _____ 4. All plats of record for the subject lands. All plat information shall be legible.
- _____ 5. All recorded deeds of easements, covenants, and/or maintenance agreements pertaining to the subject lands.
- _____ 6. Aerial Plat (**Major and Small Scale only**).
- _____ 7. Application for any permits or plans required by any other county, state, or federal regulations, to include joint Federal/State permit(s), or evidence of approval, if alternations of floodplains, waterways and/or wetlands may occur.
- _____ 8. Draft copy of any improvement agreements between the developer and the County.
- _____ 9. Complete checklist addressing all requirements for Sketch Plan submittal.
- _____ 10. A complete, accurate and current list of all contiguous property owners as defined in Chapter 190 of the *Talbot County Code*. The cost of postage for notice of the application to adjoining property owners must be included either by stamps or check (**Major and Small Scale only**).
- _____ 11. If greater than ten (10) lots, the applicant shall provide written assurance from the Fire Department District Chief and all utility companies providing basic or essential utilities/services to the subdivision that all such necessary utilities will be installed.
- _____ 12. A Forest Stands Delineation or Declaration of Intent (DOI), as applicable, shall be submitted to the Planning Office for those projects outside of the Critical Area.

Upon determination that the following items have been deemed complete by the Department of Planning and Zoning, please assemble and submit ten hard copy packets with ten (10) copies of Items 2-9. Also, please provide single hard copies of the remaining items. If produced electronically, one electronic copy of the required submission materials, in pdf format, shall also be submitted.

Please note that a greater or a fewer number of copies may be required to be submitted, as determined by the Department to be appropriate. A determination of completeness does not constitute a determination that the application meets the requirements for approval and does not preclude the Department from requesting additional information or materials in the future to complete the review of the application.

Applicant’s failure to adequately address all application and checklist items and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding through the review process.

Applicant’s Signature

Date

As a Maryland registered design professional/surveyor I hereby certify that this application and associated plan(s) are technically correct and accurate to the extent necessary for meeting Talbot County requirements for Sketch Subdivision Submission.

Signature of Maryland Registered
Design Professional/Surveyor

Date



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Subdivision Sketch Plan Checklist
(Notations and information)

Surveyor: _____

Checklist completed by: _____

Plat reviewed by: _____

The Maryland Registered Design Professional/Surveyor will review each plat submission and application for completeness and accuracy. Failure to depict the items below shall not relieve the applicant of any requirement to depict such items on subsequent application. Each item below shall be reviewed and checked as follows:

Y = Information Complete and Accurate
N/A = Information Not Applicable
W = Waiver of required information. Submit separate request in writing to Planning Officer.

- _____ 1. Name or proposed name of subdivision.
- _____ 2. Detailed purpose statement.
- _____ 3. Name, address and telephone number of property owners of record and name of contract purchaser, if applicable.
- _____ 4. Signature and date of registered Project Engineer or Surveyor who prepared the sketch plat on each sheet.
- _____ 5. A listing and description of all approved or recorded subdivisions and revision activities for the subject lands.
- _____ 6. Deed reference of property. Last recorded plat reference.
- _____ 7. Deed reference for any recorded right-of-ways or easements on property including existing covenants and road maintenance agreements.
- _____ 8. Name, address and telephone number of any consultants/professionals used to prepare the plat.
- _____ 9. Tax Map, Grid and Parcel numbers to be included in title block for each parcel.
- _____ 10. Zoning requirements.
 - _____ Existing Special Exception or Site Plan Conditions
 - _____ Existing zoning districts, including overlay zoning districts
 - _____ Minimum lot size
 - _____ Minimum lot width
 - _____ Maximum lot coverage
 - _____ Maximum building heights
 - _____ Parking spaces required and parking spaces provided (including ADA accessible parking spaces if applicable)
 - _____ Open space requirements
- _____ 11. Tier Designation and location per Talbot County Bill No. 1329, effective August 6, 2016.
- _____ 12. Required building restriction lines/development setbacks applicable to the subdivision shown as dashed lines with dimensions from each lot line. Restriction lines/setbacks can only be met where the lot or parcel meets the minimum width requirements. Setbacks include:
 - _____ Front, rear, and side property line setbacks
 - _____ Special setbacks from State Highways
 - _____ Shoreline development buffer/tidal wetland buffer setbacks
 - _____ Non-tidal wetland buffer setbacks
 - _____ Stream setbacks
 - _____ Perimeter agricultural buffer setbacks
 - _____ 20-foot Sewage Disposal Area buffer setbacks
- _____ 13. Calculation of development rights permitted, to be used for the subdivision and development rights to be retained for future use on a designated lot(s).

- _____ 14. Area calculations for total property:
 - _____ Area to be subdivided
 - _____ Area in lots
 - _____ Area of roads and rights of way
 - _____ Area of open space, remaining lands, etc.
 - _____ Area protected by Reservation of Development Rights
 - _____ Area of Chesapeake Bay Critical Area
 - _____ Area of forest; both inside and outside Critical Area
 - _____ Area of forest conservation
 - _____ Area of afforestation
 - _____ Area of state/private tidal wetlands
- _____ 15. For lots in the Critical Area Overlay District, note maximum lot coverage limitation for the entire development portion of the subdivision, calculations for the total proposed lot coverage, and maximum allocation of lot coverage for all individual lots.
- _____ 16. Revision block on the cover sheet with Month, Day and Year of plan preparation and summary of all plan revisions to any sheet. All other sheets to include a revision block itemizing the revisions to each applicable sheet with Month, Day and Year.
- _____ 17. Vicinity Map showing the location of the proposed subdivision drawn to a scale of not more than 1" = 2,000'.
 - _____ Show the existing perimeter boundary line of the proposed subdivision and any larger tract of which the subdivision forms a part.
 - _____ Show adjoining roads with the names and route numbers.
 - _____ Show Town boundary lines within 1-mile of the subdivision.
 - _____ Show north arrow
 - _____ Show graphic scale
- _____ 18. Graphic Scale and north arrow for Plan View.
- _____ 19. Location of existing property lines, lengths and bearings, easements and rights-of-way.
- _____ 20. Location of zoning district boundaries on the property and zoning overlay boundaries, including the Chesapeake Critical Area Overlay District boundary, if applicable.
- _____ 21. Location and use of existing buildings, structures and burial grounds with access and notation of buildings or sites with historical and/or architectural significance.
- _____ 22. Location of existing agriculture buildings, agricultural lands/fields/watercourses, wetlands (tidal and nontidal), ponds, forests, wooded areas, hedgerows, individual standing mature trees, 100-year floodplains, habitats of threatened and endangered species, steep slopes, significantly eroding shorelines and other significant natural features of the site identified from available mapping sources and general field observations.
- _____ 23. Approximate existing topography and approximate existing drainage pattern identified from available mapping sources and general field observations.
- _____ 24. All plat submissions of lands with significant natural features shall include an aerial photograph of the subject lands.
- _____ 25. Location, width, name, type and centerline of all existing roads or rights-of-way and location of roadside ditches within or immediately adjacent to the site.
- _____ 26. Location of property lines; ownership; Tax Map, Grid and Parcel numbers; zoning districts; and deed information for all tracts or parcels adjacent to any perimeter boundary of the subject lands.
- _____ 27. Location and area of proposed road and right-of-way locations. (All proposed lots must meet the mandatory road frontage requirements per Chapter 190-35.1 of the *Talbot County Code*. Road design and layout standards are located in Chapter 190-35.4 of the *Talbot County Code*.)
- _____ 28. Location, type and size of all existing and proposed access points providing ingress and egress of site. (Design and location standards are located in Chapter 190-35.2 of the *Talbot County Code*.)
- _____ 29. Proposed lot layout and proposed location of lot lines including lot dimensions and lot size (Lot design standards are located in Chapter 190-36.3 of the *Talbot County Code*.)
- _____ 30. Proposed well and Sewage Disposal Area locations and/or existing well with tag number, components of septic systems and Sewage Disposal Areas and/or public water and sewer facilities where applicable.
- _____ 31. Proposed location, dimensions and size of lands to be designated for community open space, public use, public dedication reserved open space, remaining lands for future development, etc.

- _____32. Location of temporary stakes set to give general field references for important existing and proposed features such as: lot corners, SDAs, access points, etc, which could not otherwise be easily located on the site.
- _____33. If future subdivision is anticipated for the parcel or for contiguous holding under the same ownership, a separate master sketch plan for the entire area is required. The master sketch plan should be drawn to a suitable scale and generally show a probable lot and road layout and generalized drainage pattern and future timetable for phasing of development. The master sketch plan is to be reviewed for informational purposes only and will not be a part of the subdivision sketch plan approval.

Based on unique characteristics of each parcel the Technical Advisory Committee may require additional information be submitted.

Applicant failure to adequately address all application and checklist items, and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding to the next level of review. Only that information submitted with the original application and in compliance with submittal deadlines will be reviewed by the Technical Advisory Committee.

Applicant's Signature

Date

I hereby certify that this checklist and associated plan are technically correct and accurate to the extent necessary for meeting Talbot County requirements for revision plat submission.

Maryland Registered Design
Professional/Surveyor

Date



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Adjacent Property Owner List

Name(s) and Addresses of the adjacent property owner(s) as required by Chapter 190 of the *Talbot County Code*. Said mailed notice shall be directed to the address to which the real estate tax bill on property is sent. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their web site at <http://www.dat.state.md.us>.

Name and Address	Map	Grid	Parcel & Lot #

**Applicant is responsible upon application submittal for payment of postage for each property owner notified above.*

Applicant’s Signature

Date



File Number: _____

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Independent Procedures Disclosure and Acknowledgement Form

Proposed Project Name: _____

Physical Address of Property: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____

Name of Applicant: _____

Phone Number(s): _____

Agent/Attorney: _____

Phone Number(s): _____

Applicant’s Email Address: _____

Agent’s Email Address: _____

Property Owner: _____

Phone Number(s): _____

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter “Laws”) other than those that the Department of Planning and Zoning, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Department of Planning and Zoning nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Department of Planning and Zoning, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.

Applicant’s Signature

Date

Attorney/Agent’s Signature

Date

